

## **CIVIL SERVICE POSITION DESCRIPTION**

**Incumbent:** CSN: SMS.CS.N10497.001      **FLSA STATUS:** Exempt  
**Classification:** Licensed Practical Nurse II      **DATE:**  
**Department/Division:** Obstetrics & Gynecology/Urogynecology

### **POSITION FUNCTION:**

This individual will provide efficient and effective nursing support to the practicing physicians and residents in the Department of Obstetrics and Gynecology, primarily in the division of Gynecologic Urology. The individual will provide quality nursing care and treatment to gynecological urology patients. The individual will also provide phone triage support to the Generalist and Gynecologic Urology Division.

### **ORGANIZATIONAL RELATIONSHIPS:**

This individual is responsible to the Nurse Administrator who is responsible to the Health Care Administrator in all aspects of the position. The Health Care Administrator reports to the Assistant to the Chair, who reports to the Chair of the Department of Obstetrics and Gynecology.

### **DUTIES AND RESPONSIBILITIES:**

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- I.      Clinical Activities 70%  
Provide quality medical care by:
- A.      Retrieving patients from waiting area, assigning each to an examining or procedure room, recording vital signs and preparing patients for examinations or procedures and setting up proper equipment for procedures.
  - B.      Assisting provider in the performance of gynecological examinations, pap smears, endometrial biopsy, catheterizations, removal of surgical sutures and staples, hysteroscopies/cystoscopies, urodynamics, Percutaneous Tibial Nerve Stimulation (PTNS), and Pelvic Muscle Training/Biofeedback.
  - C.      Dispensing oral medications, giving injections and obtaining blood samples in a safe and accurate manner according to physicians and pharmaceutical/laboratory directives with minimal or no discomfort to patients. Utilizing the electronic health record, send prescriptions to pharmacies per physician directives or department policies.
  - D.      Instructing out-patients in home procedure such as self-injections, self-catheterization, care of surgical wound, and ordering appropriate supplies for patients' home care.
  - E.      Determining medical emergencies via clinical data from patient telephone conversations, discussing such with physician or requesting immediate patient appointment for treatment.
  - F.      Reviewing electronic health record prior to patient appointment, to assure that recent dictation, laboratory and x-ray results, pathology and surgical reports are filed in medical records for the doctor to review. Obtaining and reviewing laboratory and x-ray results, charting values in the electronic health record and relaying accurate results to patients when appropriate.

- G. Taking vital signs at regular intervals over an extended period of time, charting variables and reporting irregularities to the appropriate physician when notable.
  - H. Scheduling of surgery, monitoring lab results and patient notification of surgery and results. Schedule procedures and coordinate care for CT scans, MRI and other ancillary procedures and lab tests.
- II. Clinical Support Activities 30%
- A. Assist in processing of clinic charge ticket from provider to department billing staff.
  - B. Participate in undergraduate and graduate educational programs by providing nursing support when necessary. Participate in the in-service training of new and existing personnel.
  - C. Documents teaching, phone calls, and nursing assessments, interventions and evaluations in the electronic health record.

**Skills and Abilities Needed for the Position:**

1. Knowledge of aseptic techniques
2. Licensure as a licensed practical nurse in the State of Illinois.
3. Strong communication skills, both oral and written.
4. Training and experience in dispensing medication and giving injections.
5. Ability to work well as a member of the Gynecologic Urology team.
6. Skill in dealing effectively with patients, their families and inter/intra department staff.
7. Basic computer skills helpful.
8. Sensitive to the needs of underrepresented minority populations.

**RESPONSIBILITY:**

A. Supervisory Controls

It is anticipated that with appropriate training the employee will require little or no direct supervision. Performance will be reviewed on a regular basis by the nursing supervisor. The employee may receive written or oral directives from the Charge Nurse.

B. Guidelines

This position functions under the policies and procedures established by SIU Physician's & Surgeon's, the Department of Obstetrics and Gynecology, the School of Medicine and other State and University guidelines and restrictions. Adherence to acceptable nursing principles and the highest ethical standards is demanded of this position.

**DIFFICULTY:**

A. Complexity

With the volume of clinical activity and the variation of medical specialties and subspecialties, this individual must be efficient, timely and flexible in performing multiple functions and adapting to the individual practice styles of each physician. In all instances, medical confidentiality will be demanded by the employee.

B. Scope and Effect

Professionalism in personal attitude, interest and job performance must be displayed in all patient encounters as the above characteristics directly reflect upon the individual physicians, the Department and the School of Medicine. In addition, the medical care of all Ob/Gyn patients is dependent upon the conscientious performance of nursing functions and administration of treatment plans.

**PERSONAL CONTACTS:**

Contact via the telephone and in person is extensive with patients, family members, physicians, residents, students, other medical institutions, and the general public. These communications relate to health status, medical guidance, clarification of therapy plans and other concerns ensuring quality medical care.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

**WORKING CONDITIONS:**

This individual must be capable of standing for lengthy periods throughout the day. Physical dexterity is necessary in handling lifting, moving, and positioning patients, equipment, and supplies. Environmental factors include contact with various disease processes, pharmaceuticals, injectable and medical equipment. See attached ***Physical and Environmental Requirements*** form.

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LPN II  
Obstetrics and Gynecology

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Date

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Alexandra Campbell, RN, BSN  
Nurse Administrator  
Obstetrics and Gynecology

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Date

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Christine Madonia, RN, BSN,  
Interim Assistant to the Chair and Department Administrator  
Obstetrics and Gynecology

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Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: LPN II

Position No. (If applicable): SMS.CS.N.10497.001 Department: Obstetrics and Gynecology Clinic-SMS

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input checked="" type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		<b>40 - 60 lbs.</b>			<input type="radio"/>
Carrying		<b>40 - 60 lbs.</b>			<input type="radio"/>
Lifting		<b>40 - 60 lbs.</b>			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor Name Alexandra Campbell, RN, BSN

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_